

## REQUEST FOR QUOTATION (RFQ)

The National Housing Authority – East Sector Program Office, through its East Sector Regional Office Bids and Awards Committee will undertake a Small Value Procurement of the “**Procurement of Photocopying Machine for the use of NCR-East Sector Program Office**” in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of RA 9184.

<b>Name of Project</b>	RFQ. No. 2021: <u>ESO-RFQ-2021- 008 Procurement of Photocopying Machine for the use of NCR-EAST Sector Program Office</u>
<b>Brief Description</b>	See attached <b>Annex “A”</b>
<b>Location</b>	Elliptical Rd. Diliman, Quezon City
<b>Approved Budget for the Contract (ABC)</b>	Seventy Eight Thousand Eight Hundred Eighty Pesos Only (Php78,880.00)
<b>Source of Funds</b>	Corporate Receipts
<b>Delivery</b>	Ten (10) days upon receipt of Purchase Order (P.O.)

Interested Service Provider/s are required to submit the following documents:

1. Mayor's/Business Permit; and
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement
4. Price Quotation Form “Annex A”

Contract shall be awarded to the bidder with the lowest calculated bid and compliant to items description. The Suppliers with offers or quote above the Approved Budget of the Contract (ABC) shall be automatically disqualified.

Quotations may be submitted manually or through email **on or before 10:00 am of December 22, 2021** at the address and contact details indicated below.

For any clarification, you may contact **Ms. Fiel Ivy S. Pendon, NCR-East Sector Office, NHA Main Bldg. Elliptical Rd. Diliman, Quezon City at Tel/Fax. No.8928-5296 or email at [nhancr.eastsector@gmail.com](mailto:nhancr.eastsector@gmail.com)**



**MONN ALEXANDER ONG**  
Chairperson, East Sector ROBAC/  
Officer-in-Charge, Pasig/Marikina/Manggahan District Office

## PRICE QUOTATION

RFQ. No. 2021: ESO-RFQ-2021-008

Date: December 14, 2021

**MONN ALEXANDER ONG**

Chairperson, East Sector ROBAC/

Officer-in-Charge, Pasig/Marikina/Manggahan District Office

After having carefully read and accepted the Terms and conditions in the Request for Quotation, hereunder is our quotation for the item as follows:

Description	Specification	Quantity	Unit	Unit Price	Total Price
<b>Procurement of Photocopying Machine for the use of NCR-EAST Sector Program Office</b>  ( Inclusive of the Delivery)	<b>3-in-1 Copier , Network Printing and Colored Scanning</b>  -Engine Speed: A4 (81/2x11"), Max. 24ppm/cpm A3(11"x170, Max. 12ppm /cpm -Paper Size: max A3(11"x17) A4, Legal, Long & Short Min. A6(5 1/2 "x 8 1/2") -Paper Weight:55g/m2 to 200 g/m 2 (Tray and Multi-bypass tray) -Paper Capacity: Basic-Std. 350-sheets (250-sheet tray and 100 sheets multi bypass tray) -Maximum: 1,850-sheets(350-sheets & Optional 3x500-sheets tray) -Control Panel Display: Custom LCD -Continuous Copy: Maximum 999 Copies -Resolution: 600x600 dpi -Zoom Range: 25% to 400% in 1% increments -Graduation: 256 levels -Warm Up Time: 25 seconds -Memory: 64MB Minimum -With Certificate of exclusive Distributor-Exclusivity and capable to provide genuine spare parts, consumables and after sales/warranty service support A3-size with Standard Document Feeder and Low Cost Consumables  Warranty: One (1) Year	1	Unit		

(Amount in Words)

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 The above-quoted prices are inclusive of all cost and applicable taxes

Very truly yours,

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 Name/Signature of Representative

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 Name of Company

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 Designation

**Instructions:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Failure to comply with any of the requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Procurement Project		Approved Budget for the Contract		
Ref. No. 2021: <u>ESO-RFQ-2021-008</u> : <b>Procurement of Photocopying Machine for the use of NCR-EAST Sector Program Office</b>		Seventy Eight Thousand Eight Hundred Eighty Pesos Only (Php78,880.00)		
No.	Item Description	Compliance		Remarks
		Yes	No	
<b>Specifications:</b>				
1	<b>3-in-1 Copier , Network Printing and Colored Scanning</b> -Engine Speed: A4 (81/2x11"), Max. 24ppm/cpm A3(11"x170, Max. 12ppm /cpm -Paper Size: max A3(11"x17) A4, Legal, Long & Short Min. A6(5 1/2 "x 8 1/2") -Paper Weight:55g/m2 to 200 g/m 2 (Tray and Multi-bypass tray) -Paper Capacity: Basic-Std. 350-sheets (250-sheet tray and 100 sheets multi bypass tray) -Maximum: 1,850-sheets(350-sheets & Optional 3x500-sheets tray) -Control Panel Display: Custom LCD -Continuous Copy: Maximum 999 Copies -Resolution: 600x600 dpi -Zoom Range: 25% to 400% in 1% increments - Graduation: 256 levels -Warm Up Time: 25 seconds -Memory: 64MB Minimum -With Certificate of exclusive Distributor-Exclusivity and capable to provide genuine spare parts, consumables and after sales/warranty service support A3-size with Standard Document Feeder and Low Cost Consumables  Warranty: One (1) Year			
<b>Delivery Place:</b> Ground Fir., NHA Main Bldg. Elliptical Rd. Diliman, Quezon City				
<b>Period/Duration:</b> Ten (10) working days upon receipt ofPurchase Order				
***** Nothing Follows*****				



**YOUR QUOTATION**

Summary of Approved Budget			Offered Quotation		
Item	Quantity	Total Price	Item	Quantity	Total Price (Inclusive of VAT)
<b>3-in-1 Copier , Network Printing and Colored Scanning</b> -Engine Speed: A4 (81/2x11"), Max. 24ppm/cpm A3(11"x170, Max. 12ppm /cpm -Paper Size: max A3(11"x17) A4, Legal, Long & Short Min. A6(5 1/2 "x 8 1/2") -Paper Weight:55g/m2 to 200 g/m 2 (Tray and Multi-bypass tray) -Paper Capacity: Basic-Std. 350-sheets (250-sheet tray and 100 sheets multi bypass tray) -Maximum: 1,850-sheets(350-sheets & Optional 3x500-sheets tray) -Control Panel Display: Custom LCD -Continuous Copy: Maximum 999 Copies -Resolution: 600x600 dpi -Zoom Range: 25% to 400% in 1% increments -Graduation: 256 levels -Warm Up Time: 25 seconds -Memory: 64MB Minimum -With Certificate of exclusive Distributor-Exclusivity and capable to provide genuine spare parts, consumables and after sales/warranty service support A3-size with Standard Document Feeder and Low Cost Consumables  Warranty: One (1) Year	1				
		<b>Php. 78,880.00</b>	<b>TOTAL OFFERED QUOTATION (in Php)</b>		

### TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of the contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the NHA shall adopt and employ "draw lots" as the tie-breaking method to finally determined the single winning provider in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. The NHA shall have the right to inspect and/or test the goods to confirm their conformity with the technical specifications.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of goods not delivered within the prescribed delivery period shall be imposed per day of delay. The NHA shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No./Fax No.

\_\_\_\_\_  
Mobile Phone No.

\_\_\_\_\_  
Email address/es